NEW ZEALAND LIBRARIES

Official Bulletin of the New Zealand Library Association, Incorporated

N.S., Vol. IV., No. 9 ISSUED AT WELLINGTON, N.Z. APRIL, 1941

MEMBERSHIP.

On the 26th March, 1910, as the result of a meeting called by the Dunedin City Council, the New Zealand Library Association was formed under the name of The Libraries Association of New Zealand. The first Conference was held in the City Council Chambers, Dunedin, the same room in which the principal meetings of the 1941 Conference were held. At first members of the Association met together at irregular intervals, but from 1937 the Conferences have been held annually.

As the Association became stronger, affiliated bodies came into being. In October, 1936, the Auckland Branch was affiliated; in February, 1937, the Canterbury, Otago and Wellington Branches were affiliated—some of these having been operating independently for a considerable time before joining up with the Association; in the same month, February, 1937, the University and Research Section received its affiliation; and in June, 1939, the Schools' Section's application for affiliation was granted.

The Branches and Sections have carried out much useful work. There is room for more Branches wherever territorial difficulties can be overcome and a number of people engaged in library work can meet together from time to time to discuss common problems. Further Sections, too, may be established from time to time, the link here being community of interest: members of a Section are bound together by interest in some particular aspect of library work rather than by territorial considerations.

Standing Committees are appointed by the Council, the list being revised each year, and there are of course many committees set up from time to time to deal with particular problems. Between Council meetings the affairs of the Association are managed by the Central Executive Committee which consists of those members of Council who live in and near Wellington, with such others as may be able to attend.

Almost since the inception of aid from the Carnegie Corporation of New York, the Liaison Officer has formed a link between the Country Library Service and the Association, the aim of this appointment being to ensure cohesion between the Association's programme of development and that of the Government.

The Association is now a strong body with the status which incorporation gives, but it still depends for by far the greater part of its revenue upon the Carnegie Corporation of New York. It is most important that we should realise and remember that there is a term set to this aid, and that we should always have before our eyes the question of our revenue from our own internal sources. There are still many persons and libraries in New Zealand who would benefit considerably from membership of the Association, but the Association itself will not be able in the future to carry on its work effectively for their benefit nor for the benefit of those who are already members without the support of the subscriptions of as many members as may be. So far as membership is concerned, the Association should be satisfied with nothing short of saturation point. It is a matter not only for the Liaison Officer and the Headquarters Staff, but for each individual member of the Association to try to enrol new members. How many can look back over the last twelve months and claim to have enrolled one new member? How many will refuse to let 1941 slip past without enrolling some person or institution likely to be benefitted by membership?

XUM

GENERAL NEWS.

Victoria University College.

The Annual Report of the Victoria University College Library mentions a brief Guide for Readers prepared by the Librarian. This is a particularly attractive piece of work, well printed. The Library of Congress system upon which the books are classified is simply but adequately explained. The Guide might very well be taken as a model by other libraries intending to publish anything of the kind. Mr. Miller records also the notable fact that since 1928 the number of books in the library has been exactly doubled. The stock now stands at just over 50,000 volumes.

Otago University Library.

Notes and Accessions for November, 1940—February, 1941, records the production by Mr. J. A. Samuel of the Medical School, in collaboration with the staffs of the Public and University Libraries, of a half-hour documentary film illustrating Dunedin's library resources. Those members who were at Conference will recall the screening of this film, which was so successful. Those concerned are to be congratulated on the technical excellence of what is a new medium in New Zealand library publicity. The film has now been acquired by the Association.

American Imprints Inventory, The Historical Records Survey, Division of Professional and Service Projects, Work Projects Administration.

The National Editor, American Imprints Inventory, has sent over a five page leaflet describing the organization in 1936 of the American Imprints Inventory as a Division of the Historical Records Survey which will present the results of its researches in the form of check lists of items printed in different states or cities. Thus far 14 check lists have been completed, 10 more are in an advanced state of preparation and beginnings have been made on about 10 others. The aim of this survey is comprehensive, and the history of its enterprise has a distinct interest. The leaflet may be borrowed from headquarters.

Personal.

Miss Jean McGill, Assistant at Dunedin Public Library, has accepted a senior position on the staff of the Palmerston North Library.

Proposed New Zealand Library Employees' Industrial Union of Workers.

By direction of Council space is afforded to reports stating the progress of work for a national union of library workers, provided it is understood that the opinions expressed are not in any way official.

A report of a meeting held in the Dunedin Public Library on the 21st February, 1941, has been supplied for publication in NEW ZEALAND LIBRARIES and is as follows:

"A meeting of those interested in the formation of a N.Z. Library employees' industrial union of workers was held in the Dunedin Public Library at 7 p.m. on Friday, 21st February, 1941. There were 26 people present.

The following motions were passed:

THAT a society be formed to be known as the "New Zealand Library Employees Industrial Union of Workers."

THAT the rules now submitted to the meeting be adopted as the rules of the society.

THAT the following officers be elected:

President: Mrs. J. M. Williams (Lower Hutt).

Vice-Pres.: Miss N. Gordon (Dunedin).

Sec.-Treas.: Miss M. S. Fleming (Wellington).

Committee: Miss G. Bell (Auckland); Miss A. Fache (Rangiora); Miss J. Moffat (Invercargill); Miss M. Watson (Christchurch).

THAT four branches of the society be hereby established consisting of all the members of the society residing or exercising their calling in the following industrial districts as defined in the "Industrial Conciliation and Arbitration Act, 1925."

(A) Northern Industrial District (to be known as the "Auckland Branch.")

(B) Wellington Industrial District (to be known as the "Wellington Branch.")

(C) Canterbury Industrial District (to be known as the "Canterbury Branch.")

(D) Otago and Southland Industrial District (to be known as the "Otago and Southland Branch.")

The subscription was fixed at 5/- per member per annum with 1/- entrance fee.

A copy of the rules can be seen on application to the Hon. Secretary-Treasurer of the society.

The membership of the society stands at 84."

Canada.

A.L.A., Chicago. The Booklist, Vol. 37, No. 10, February 1, 1941, Part two—Canada: A reading guide and bibliography. This select booklist covers the people, Canadian art and literature, the country, history and politics, Canada and the United States, the Canadian economy, Canada at war, Canadian reference books, general.

Poor Richard's Biblomac.

This paper, which has been reviewed before in these columns, has adopted a smaller format with Vol. 1, No. 3. The paper and typography have improved, and the contents maintain the earlier standard.

Reports of Committees.

It has been brought to the attention of the Central Executive Committee of Council that reports of committees very often do not receive as full consideration as they might, before they are considered by Council. The practice at present is for standing committees to send copies of each draft report to the Branches for consideration. However, as a large number of members are not connected with any Branch, they are usually not aware of what is going on. Doubtless many valuable suggestions would be received if the reports could be given wider circulation. In order to overcome this difficulty, will the conveners of all committees please send a copy of each draft report to the Editor, NEW ZEALAND LIBRARIES in order that a notice may be printed in the bulletin advising members that copies of the report may be obtained from headquarters for the information of those interested in the particular topic.

BRANCHES.

PUBLICATIONS OF THE OTAGO BRANCH.

Among the attractive booklets and brochures presented to the delegates and members attending Conference in February last were two which merited particular attention. The first was ***Dunedin Libraries and Book Resources,*** compiled by Mr. John Harris, a well cyclostyled quarto production covering the different libraries, with a short introductory history of library developments in the city. There is a brief conspectus of each library, including school and college libraries, with full indications of extent and scope of various special collections in the city. It is a comprehensive, attractively presented survey and was of interest and assistance to the delegates who attended Conference. ***Copies are available on application to the Librarian, Otago University Library, Dunedin, N.1.—Price: paper 6d., manilla cover 1/-.***

The second publication is the ***Index to New Zealand Periodicals, 1940,*** an experiment which has succeeded particularly well. Twelve New Zealand periodicals of different types have been indexed for the year 1940, and as a result it is proposed to enlarge the scope of the Index and carry it on as a co-operative enterprise maintained by different libraries in the country. Responsibility has been assumed by the Association, and Mr. A. G. Bagnall, M.A., Alexander Turnbull Library, Wellington, has accepted the editorship.

OTAGO BRANCH.

At the first meeting of the Otago Branch on March 21st, Miss E. J. Carnell gave a most interesting and amusing account of her impressions of U.S.A.

Miss Carnell's talk was followed by a spirited discussion on American libraries and the social pattern that had produced them.

WELLINGTON BRANCH.

The annual meeting was held in the Staff Room, Central Library, on Tuesday, March 11. Miss J. Rawson presided.

Miss M. S. Fleming was elected to the local Hospital Libraries sub-committee. The Annual Report and Balance Sheet were read and adopted.

Officers as follows were then elected for the year:—

Chairman: Miss A. Woodhouse; *Secretary-Treasurer:* Miss F. L. Lawrence, Country Library Service, Parliament Buildings, Wellington, C.1.; *Committee:* Misses M. G. Campbell, C. O. Troup, M. H. Webster, Mrs. J. Williams, Mr. A. G. Bagnall; *Hon. Auditor:* Mr. H. W. Kelly.

A vote of thanks was passed to the outgoing officers of the branch.

Mr. J. Norrie addressed the meeting on various happenings at Conference.

XUM

WHAT A BRANCH CAN DO.

By M.S.F.

The superseded rules of the Association made inadequate provision for the formation of branches and it was not until 1936 that any branches came into being. In that year the four existing branches were founded—Auckland, Wellington, Canterbury and Otago—and the existence of three of them was ratified at the 1937 Conference.

Branches were the outcome of the need felt by the association members for taking an active part in library affairs. To many the N.Z.L.A. was an intangible, remote, unseen body functioning in Wellington, without even as much substance as is implied in R. Shaw's remark about the American Library Association, viz.: "To many of its members the A.L.A. is an office in Chicago."

Without aims, without purpose, no society can live long: even with aims, unless steps are taken to put them into effect, the society cannot flourish. The N.Z.L.A. has the aims, witness the wordy ten clauses of Section 2 of the Rules, but the difficulty is to implement them. This is where branches come in. Either the work of the Association must be left to a small centralised executive, with consequent lack of interest by members because they are out of touch with what is being done—this also presupposes a body which has time and ability to do it—or, the work must be decentralized as far as possible and each member of the Association encouraged to take an active part in the Association business. It is manifestly impossible to consult every member of the Association on problems as they arise, but it is comparatively easy to consult branches, and through branches to get the feeling of the individual members of the association.

Branches offer to members a focal point—an opportunity for members of the same profession to get together and discuss common problems. Such an opportunity certainly occurs annually at Conference, but the members who can participate are, of necessity, very much limited. They offer also an opportunity of doing some work outside the narrow routine in which so many assistants are caught up. They offer a concrete expression of the Association and can be active in extending the influence of the Association. They offer, through the group, a stimulus to members, which isolated individuals lack.

The Rules state that "a Branch shall be an organisation of members of the Association working in a given territorial area. The objects of a branch shall be to further the general objects of the Association within its area and to unite members by means of meetings and local conferences." The aims of the branch are the aims of the association. A distinction must be made, however, between the aims—reasons for existence—and the functions—methods of realizing aims,—possessed by a branch. A branch is not an autonomous body and there are certain limitations placed on it. It has the power to appoint a committee and officers to manage its own affairs so far as domestic matters are concerned, but it cannot take any action, other than by recommendation to Council, in matters which affect the other branches, sections, or the general conduct of the association, or the external relations of the association.

Nationally, therefore, a branch can:

(*a*) make recommendations to Council and forward remits to Conference; and a glance at past Conference programmes will show that, whether wisely or not, branches have been most active in this matter.

(*b*) make comments and recommendations on N.Z.L.A. committee reports. This function, which is not specified in the Rules, was approved by Conference in 1937 and was amended in 1938 to allow of branches considering reports from N.Z.L.A. committees before their submission to Council, and is one which branches should endeavour to preserve. It gives branches a chance of knowing what is going on and also makes available to committees the wisdom of the branches.

(*c*) act as ambassador of the association. Branches offer tangible evidence of the association and can be instrumental in encouraging individuals to join the N.Z.L.A.

(*d*) undertake association projects.

Domestically or locally branches have taken active part in

(i) library training. Each branch has organised classes for the assistance of its members.

(ii) Hospital libraries. Here the branch has shown more initiative than the association, though actually only one centre has a library scheme for the Public Hospital linked up with the Public Library.

(iii) Meetings, monthly or otherwise, at which speakers can be heard, problems discussed and every member gets an opportunity of stating his view.

This is more an outline of what branches are doing. What can they do? All this and more. Perhaps the time will come when branches, which do a proportion of the association's work will have direct representation on the Council—the controlling body of the association. It is rather unsatisfactory that such bodies, specifically provided for in the Rules, and with certain duties to perform, should be unrepresented. There are at present four branches: with the creation of four more New Zealand could be divided into eight workable regions with subbranches if necessary for the more scattered districts. Each branch could be allowed one representative on the Council and still leave room for the general election of the remaining members without increasing the total number on Council. This would give a fairer representation of the workers (misused word) in the library field. This would enable members of the local branches more effectively to participate in the determination of N.Z.L.A. policies.

However, there is no room for provincialism in professional librarianship nor is there any wish for branches to usurp the functions of the association, but as can be instanced from a study of other national societies with local organisations, there is a need for local branches and a work which local branches alone can do.

THE ORGANISATION OF BRANCHES.

By E. B. Ellerm, Librarian, Leys Institute Public Library, Ponsonby, Auckland.

The Rules of the Association lay down that a Branch shall be an organisation of Members of the Association working in a given territorial area, and that the objects of a Branch shall be to further the general objects of the Association within its area and to unite members by means of meetings and local conferences.

The most important activities of a Branch centre round these last two objectives; and in considering the formation of a Branch, it is well to keep them very much in the foreground. A Branch that exists primarily in name, is achieving little and doing less to further the general objects of the Association.

Before calling a general meeting of library workers or those interested in library work, it is well to set up a small committee to consider all aspects of the future activities of the proposed Branch. Every encouragement should be given to assistants, especially the younger members, to express their views on the project and to make suggestions as to how the Branch may be able to assist them. A tentative programme for the season can also be sketched out and with definite data to put before it, a general meeting can be called. It is well to get into touch with the Honorary Secretary of the Association and ascertain the names of all Institutional and personal members who are situated within the confines of the proposed Branch. A definite canvass of these should be made and every endeavour to have representatives and members attend this initial meeting. Some may be unable to attend future meetings regularly or only very intermittently, but they should be noted as possibly being able to give addresses on some occasion.

In drawing up a programme, it is better to limit the number of meetings for the season to say six, and have them well attended, than to endeavour to have an extensive and imposing list of subjects and speakers, the frequency of the meetings drawing but a poor attendance. Remember, the library worker generally has interests other than his or her work. Papers given by speakers other than those directly connected with libraries or dealing with special libraries are generally of interest, as, usually, an entirely different aspect of library work is given. For a season's programme of say six meetings, it is suggested that three might be given on some technical subjects and three on related outside topics, as for instance, those given by three speakers at the last Conference, "Books and my job."

The success or otherwise of a Branch depends almost entirely on the efforts of the Committee, and in electing members, as wide representation should be made as circumstances will permit. If the Branch is to function successfully do not

XUM

expect the same "faithful few" to carry on year after year, but vary the personnel each year by the inclusion of several new members. Young assistants should be encouraged by representation on the Committee, as by this others will be encouraged to take part in discussions and give papers. A junior forum, a short session held prior to the formal business of the meeting, will often bring out some excellent ideas and encourage assistants to formulate new ideas and put forward new aspects of library work.

Projects should be undertaken by the Branch and here again, the assistant, under the guidance of older staff members, can do much to broaden the interests of the Association and make many outside contacts, all of which constitute good publicity for the Association.

BRANCHES AND PROBLEMS.

By Miss G. L. O. Jeffreys, M.A., Dip. Lib., F.L.A., Assistant Librarian, Canterbury University College, Christchurch.

One may regard a local branch of the New Zealand Library Association as having much the same problems as confront any living organism, whether animal or vegetable, whether individual or corporate. And with this slightly biological bias, one can divide the problems into those of Anatomy, Physiology and Ecology, *i.e.*, into Structure, Function and Relation with surroundings and with other bodies similar to itself.

As far as Structure is concerned, we now have a constitution for the local branches which describes and delimits the skeleton of the organism. But the real problem confronting the branches is how to get enough of the component parts, and enough, too, of sturdy members to inform that skeleton with strength and power. Too often the membership of a local branch is confined to the staffs of the local libraries, and the actual body tends to become lop-sided.

If our aim is to serve the public, to inspire the public (of whom we ourselves, too, form a part), then that public must be represented in our local branches. Somehow, by means of suitable publicity—window displays, travelling displays such as we heard of at Conference, quiet "propaganda" wherever we go, we must so greatly interest the public that it will want to know more of library concerns and will be glad to form a part of the local library activity. Furthermore, the better is our own service in our libraries, the more will that interest be aroused.

Nor do I see why the professional circle should not be canvassed. After all, doctors, lawyers, clergymen, engineers and the rest must have some interest in books. Do we use their potential help? How many library committees have an engineer member who could advise in the selection of semi-technical or wholly technical books, or a lawyer who could suggest interesting books on the growth of law and its place in our communal life (for indeed there are such books).

Before leaving the question of Structure, I would put in a plea for the junior assistants. They form a large part of the local branch membership. Many of them are studying for their professional examinations, many have original and enthusiastic ideas. Yet for the most part they tend to keep silent before their "elders" and their strength is more latent than actual. This strength is capable of development and of noteworthy achievement.

Increase and strengthen the personnel of the branch, and the Structure will bear all demands put upon it.

Now for the Physiological problems, those dealing with function. How is the branch to keep alive? There appears to be but one answer —inactivity is death, activity is life. A branch that is busy doing things, not only periodically listening to talks on literature, is thoroughly alive. There are many services that local branches could set up. One would perhaps like to see the large provincial branches subdivided into smaller active units; working on such services in the smaller centres. Hospital library services, services to children, indexing of periodicals, indexing of local material, cataloguing material in small or private collections for incorporation later, perhaps, in the National scheme—there are literally dozens of library "jobs" crying to be done. Should not these be the concern of the local branches?

These activities could be "farmed out" among the members. It is a usual experience that if any one is responsible for a certain piece of work undertaken under the auspices of an or-

ganisation, his interest in that organisation is naturally increased.

Then there are strictly technical matters which the branch could see to. Here is where the junior members could be of invaluable assistance. A short series of lectures on technical topics—some problems in cataloguing, awkward corners in classification, some principles of book selection—these could be prepared by the younger members. Voluntary librarians would find such talks helpful. The young lecturers would find them very terrifying but stimulating. Never mind if the "jobs" are not done perfectly. Let them be attempted and accomplished. And the technical side of librarianship would receive a recognition and appreciation that in New Zealand it has long lacked.

Keep the branch working and it keeps itself alive.

The last question is Ecological, that of Relationship to other bodies. Local authorities and Library committees are the names that spring first to one's mind. Also there are the local societies—musical, literary, dramatic, technical and semi-technical (such as amateur radio clubs and photographic societies). Many of these are quite unaware that there is indeed a Library Associtaion branch in the locality. Should there not be at least some mutual recognition of each other, and certainly mutual cooperation. The branch through its institutional members could give publicity to the activities of those other bodies. And those other bodies would then quite naturally take interest in library concerns. Thus we should not only solve our Ecological problem but we would also strengthen the Structure of the branch.

"Don't let us wait for Other People to be interested in Us. Let Us go and be interested in Other People."

The final problem of all, however, is perhaps the knottiest. Where is the Time for all these activities? Most of us are busy people, almost all have to earn our living. Also there is being waged a war which claims at least some time and attention from us. And all these activities, that one feels enthusiastic about, must be done in our leisure time, which for most of us is a meagre and non-expansible quantity.

One would suggest that the "Farming Out" before mentioned should be carried out more extensively; *i.e.*, that one person should not be implicated in more activities than he can reasonably manage in his leisure, and that more members and more of the very young members be pressed into service.

But and if, methodically and enthusiastically, we face such problems as are here sketched out, and cover the need, Anatomical, Physiological and Ecological of the body we represent, then, I think, the "Corpus Librariensis" will become a living vital member of our democratic community.

CATALOGUING OF MAORI NAMES.

Compiled by A. G. Bagnall, M.A., A.L.A., Assistant Librarian, Alexander Turnbull Library.

Section A.—ENTRY.

1. Enter a name commencing with the singular article "Te" under the first word following the article, ignoring the article in the arrangement. The plural "Nga" is in most cases spelt as one word with the following noun, *e.g.*, "Ngaruawahia" and in such cases is to be treated as the entry word, but where current usage still separates article and noun, the noun is to be the entry word.

2. Enter Maori names without any better known English equivalent used by the individual, under the first word of the name, except in the case of authors and public men born after 1870 who have adopted Maori surnames according to European custom. Refer from any other names not used.

e.g., Rewi Manga Maniapoto; Wiremu Tamihana

but Ngata, Sir Aparana; Tomo, Taite Te

3. Where, in addition to the Maori name, there is a much better known English alternative or transliteration, enter under the latter form, followed by the Maori name in brackets. Refer from the Maori names.

e.g., Kemp (Keepa te Rangihiwinui)
Stowell, Henry M. (Hare Hongi)
Martin, Julia (Ruria Matenga)

but Tamati Waka Nene
Henare Potae
Wiremu Tamihana

4. Where the full name is in the form of one English and one Maori name or vice versa, enter under the English name although it may be a personal name. Refer from the names not used.

e.g., *George* Tamihana
Brown, Ruka

5. Where a name is encountered in both the Maori and transliterated form, *e.g.*, Hori Kingi and George King, enter under the Maori form according to Rule 2 when the name is clearly that of a Maori and is not merely the transliteration of another name.

6. Where a name has been recorded incorrectly through a mistake in phonology enter under the correct form with a reference from the variation if it occurs frequently.

e.g., Duaterra, see Ruatara
Shungi, see Hongi

CATALOGUING OF MAORI NAMES.

SECTION B.—SPELLING.

For general recording the forms adopted in the works of Best, Percy Smith and Downes are to be followed where possible. John White's Ancient History of the Maori is not to be regarded as an authority for orthography. Where fuller guidance is required the following rules should be observed.

1. Hyphenate the distinct words in a compound name.

e.g., Roto-a-Ira.

2. Capitalise personal and place names in a compound name.

e.g., Te-wai-nui-a-Rua.

3. In names commencing with the definite article "Te" the following word should be capitalized and the hyphen omitted.

4. In names commencing with the definite article "nga" the following word should be capitalized and the hyphen omitted, provided this does not run counter to established spelling.

5. In the case of tribal prefixes the plural prefixes Nga, Ngai, Ngati, should be hyphenated with the following word or words, where the names capitalized are those of eponymous ancestors.

e.g., Nga-Rauru
Nga-Puhi

(These rules have been in regular use in the Alexander Turnbull Library for two or three years, and have been revised a little in use. The present form appears satisfactory.)

RULES FOR INDEXING.

Compiled by Alice Woodhouse, Reference Librarian, Alexander Turnbull Library.

1. *What to index.* Index names of persons, places, ships, institutions, and prominent buildings, and in any historical work concerning New Zealand or Australia make an entry for the first of anything, *e.g.*, First church service held. An experienced indexer can pick out other events worthy of entry, but an inexperienced one should stick to the entry of names. It is usually possible to track down an important event through the names of the people connected with it.

2. *Personal names.* Use initials for fore-names, getting these complete wherever possible, except where there is more than one person with the same surnames and initial, when the full fore-names must be given, *e.g.*, Johnson, A. S.; Johnson, James; Johnson, John. If the initials cannot be found, use a dash, *e.g.*, Johnson, —. Do not use *Mr.* or *Esq.*, but use distinguishing prefixes such as *Sir, Capt., Rev.*, put before the initials if they are known, and used instead of the dash, if there are no initials, *e.g.*, Brown, Capt. J. B.; Wilson, Rev. If it seems desirable, use a qualifying phrase, such as "governor of."

(For Maori personal names see the rules for Maori names in Appendix I.—Cataloguing of Maori names).

3. *Titled persons.* Enter under the title and not the family name, *e.g.*, Chichester, lord. This form of title is sufficient as a rule, but where there are titles of varying ranks, or a man is usually designated by his rank and not merely as "Lord," the rank should be indicated, *e.g.*, Grey, earl. When there are references to a man both before and after receiving his title, make entries under both names, with a "see also" reference from one to the other, *e.g.*, Disraeli, B. (see also Beaconsfield), p. 13, 26. Beaconsfield (see also Disraeli), p. 95, 102.

(In indexing, as distinct from cataloguing, it is more convenient to have references under both names, as anyone looking down a page

with Disraeli in mind might overlook a reference to Beaconsfield, and vice versa).

4. *Married women.* In the case of a married woman, use Mrs. instead of initials, or if necessary to distinguish between several of the same surname, use the husband's initials as well, *e.g.*, Brown, Mrs. A. N., for the wife of Archdeacon A. N. Brown. If a woman is referred to under both her maiden name and her married name, make entries under both as in the case of people acquiring titles, with cross references from one to the other, *e.g.*, Davies, Mrs. C. P. (see also Williams, Marianne); Williams, Marianne (see also Davies, Mrs. C. P.)

5. *Places.* In the case of natural features, such as Cape Colville, Mt. Egmont, enter under the last word, *e.g.*, Colville, cape. A general cross reference can be made under Cape, Mount, etc., *e.g.*, Cape . . . Names beginning with this word will be found under the last part of the name. In the case of towns and countries with a double name, such as Port Nicholson, Western Australia, enter under the first word.

(For places with Maori names see the separate rules for Maori names.)

6. *Ships.* Put names of ships in inverted commas, followed by the name of the type of ship, if it is known. If it is not known, use the word vessel, *e.g.*, "Undine," schooner; "Hazard," H.M.S.; "Tomatin," vessel.

7. *Illustration, notes, etc.* Indicate the fact that an illustration is referred to by an asterisk after the page number, *e.g.*, St. Mary's church, 78. Indicate a note by (n) after the page number, *e.g.*, Williams, Rev. H. 193 (n).

8. *Roman numbers.* If the paging of any part of the book, such as an introduction or an appendix, is given in Roman numbers, these must be given in the index also, with the abbreviation *intro.*, *app.*, etc., *e.g.*, Selwyn, G. A. bp. of N.Z. 34, 83, app. xviii.

9. *Double columns.* When the pages of a book are divided into two or more columns, distinguish them by the letters a, b, etc., and if the columns are long, or closely printed, distinguish also the upper and lower half of each column, thus

a c
b d

e.g., Colonial emigration board, 5 b, indicating that the reference is in the lower half of the first column.

10. *Type of entry.* Many indexes especially if they are long, give only the page reference, but it is a great help to the reader if the nature of the entry can be indicated, *e.g.*, Kororareka, destruction of, 145. This is especially helpful when the references are to the subject of a biography, *e.g.*, Gladstone, W. G., birth, 2; baptism, 3; schools, 4, 6; at university, 7-11; etc., etc. When in doubt about the nature of the entry, or its importance, it is better to be content with the page reference.

11. *Setting out.* When typing out the index the following rules should be observed.

(a) Comma after each entry, word or phrase.

(b) Comma after each page number except the last page reference for any particular entry.

(c) Semi-colon after the last page reference to any particular entry. (See examples given in Rule 10 above).

(d) When the work indexed is in more than one volume, use Roman numbers (capitals) to indicate the volumes, without a punctuation mark after them, giving the vol. number only when a fresh vol. is referred to, *e.g.*, *Maoris*, welcome by, I 652; schools for, 686; war with, II 681, 754, 756.

(e) The entry words may be in capitals, *e.g.*, "ARIADNE", ship, if desired, but this is optional for the typist so long as the same style is used throughout.

Note.—These methods of setting out should be followed as closely as possible by the indexer when compiling the index.

(These rules have been in regular use in the Alexander Turnbull Library for two or three years, and have been revised a little in use. The present form appears satisfactory.)

SCHOOLS' SECTION.

The articles which have been appearing in NEW ZEALAND LIBRARIES for some time under the heading "Schools' Section" have been held over for a month or two, but further contributions will be printed as soon as possible. The Editor of the Schools' Manual expresses her regret at the unavoidable delay.

ANNUAL ESTIMATES FOR BOROUGH LIBRARIES.

By Scrutator.

One of the tasks which faces the City or Borough Librarian at this time of year is the preparation of his Annual Estimates. The usual practice is for him to submit these to the Library Committee, which adopts them with or without amendment, and submits them to the Council.

The Council, with the Estimates of the various Corporation Departments before it, then has the task of allotting the sum estimated by the City Treasurer as the probable Receipts for the year to the various Departments in terms of the Departmental requests, having regard to the relative urgency of the work for which expenditure is sought. This is the procedure in its simplest form: various municipalities adopt slightly different or slightly more complicated methods of procedure.

It is usual to separate the current estimates of revenue and expenditure from the estimates for special works required during the year.

In the preparation of estimates it should be remembered that while the Municipal Corporations Act at one time imposed a limit of 1d. in £1 on the Library Rate, the position is now that a rate up to 2d. in £1 may be levied.

A specimen of estimates is appended. The headings have been tried over a period of many years, and are satisfactory from the point of view of both Borough Librarian and Borough Treasurer. It is a convenience if the Borough Treasurer will supply the Librarian with a monthly statement showing expenditure to date under the different heads.

EXPENDITURE	Voted 1940-41.	Probable Expenditure to 31-3-41.	Proposed Vote 1941-42.
Books, Magazines, Newspapers ..			
Lighting and Heating			
Salaries and Wages			
Furniture and Repairs			
Insurance and Telephone			
Printing, Stationery and Bookbinding			
Cleaning and Sundries			
Uniforms (Overalls)			
Town Hall charges			
	£	£	£

RECEIPTS	Council Estimate 1940-41.	Probable Receipts to 31-3-41.	Proposed Estimate 1941-42.
Rates			
Subscriptions, etc.			
	£	£	£

In drawing up the above for submission to the Library Committee a great deal of help can be obtained from the monthly statements which it is suggested should be furnished by the Borough Treasurer. The headings "Probable Expenditure" and "Probable Receipts" may be changed to "Expenditure" and "Receipts" respectively if Estimates are not required to be submitted until after the end of the financial year, when exact figures may be determined; and this is frequently the case in a year when municipal elections are held, as the Estimates for the year are a matter for the incoming Council.

It should be noted that each column under the general heading Receipts should add up to the same total as the Expenditure column above it. There will almost inevitably be some difference between the Receipts and the Expenditure to the end of the current year (to 31st March, 1941, in the example chosen): from these totals the closeness with which the Librarian has been able to adhere to his estimates for the period may be seen by the Committee and Council.

BOOK LIST—March, 1941.

SOCIOLOGY:

Bacon, Sir R. & McMurtie, F. E.—Modern naval strategy. F. Muller. 8/6 1940 359

Bisson, T.—American policy in the Far East, 1931-1940. Institute of Pacific Relations. $1.25 1940 327.73

Careful survey.

Carpenter, C. E.—Private enterprise and democracy. Longmans. $2.50 1940 330

Attempts to find a solution of present social problems, without abandoning private enterprise. Advocates profit-sharing.

Hole, Christina.—Haunted England. Batsford. 10/6 1941 398.4

Comprehensive survey of legends about ghosts.

Peffer, N.—Pre-requisites to peace in the Far East. Institute of Pacific Relations. $1.25 1940 327.5

Impartial account of the causes of the Sino-Japanese war, and the needs of both countries.

Pollard, R. S. W.—Conscience and liberty. Allen & Unwin. 4/6 1940 323.4

Discusses the problems of the rights of the individual as against the State and the majority.

Viton, A., pseud.—Great Britain; an empire in transition. Day. $3 1940 325.342

Objective review of the development of the British Empire, its accomplishments and its failures.

NATURAL SCIENCE:

Taylor, F. Sherwood.—The century of science, 1840-1940. Heinemann. 8/6 1941 509

The changes in human conditions, material and mental, caused by the progress of science.

APPLIED SCIENCE:

Alley, G. T. & Hall, D. O. W.—The farmer in New Zealand. Dept. of internal affairs. 5/- 1941 630.9931

Centennial survey, historical and economic.

De Kruif, P. H.—Health is wealth. Harcourt. $2 1940 614

Vigorous advocacy of a national health programme, by a popular writer on medical subjects.

Gilbert, W. E. & Shackleton, K.—Arctic pilot. Life and work on north Canadian air routes. Nelson. 7/6 1940 629.13

Hammond, J.—Farm animals; their breeding, growth and inheritance. E. Arnold. 14/- 1940 636.0824

Authoritative treatise on pregnancy in the various farm animals, and on breeding problems.

Mackintosh, J. H.—War-time nurse. Oliver and Boyd. 5/- 1940 617.99

Chapters, each written by an expert, on the care of patients suffering from various injuries and illnesses.

Plastes, pseud.—Plastics in industry. Chapman and Hall. 12/6 1940 668

Schieldrop, E. B.—The air. Hutchinson. (Conquest of space and time series). 7/6 1940 629.13

Popular history of aviation.

Wild, E. E.—Transformers. Blackie. 5/- 1940 621.3143

Concise account of theory, design and operation.

FINE ARTS:

Bates, R. H., ed.—Five miles high. R. Hale. 15/- 1940 796.52

"The story of an attack on the second highest mountain in the world, by the members of the first American Karakoram expedition."—Subtitle.

LITERATURE:

Buchan, John, 1st baron Tweedsmuir.—Canadian occasions. Hodder & Stoughton. 8/6 1940 825

Speeches made by the author as Governor-General of Canada.

MacDiarmid, Hugh, ed.—A golden treasury of Scottish poetry. Macmillan. 8/6 1940 821.08

Includes old favourites from Burns, Scott and others as well as poets less well known to English readers.

Sagittarius, pseud.—Sagittarius rhyming. Cape. 5/- 1940 827

Verse satire on current events, first published in the "New Statesman."

TRAVEL:

Bisschop, E. de.—The voyage of the Kaimiloa. Bell. 12/6 1940 910.4

From Honolulu to Cannes via Australia and the Cape of Good Hope in a Polynesian double canoe.

Clark, G.—Prehistoric England. Batsford. 8/6 1940 913.42

What archaeological research has revealed in England.

Massingham, H. J.—Chiltern country. Batsford. 8/6 1941 914.25

Lyrical description of scenery, local craft industries, and inhabitants.

Peck, Graham.—Through China's wall. Collins. 12/6 1941 915.1
An American artist's impressions.

Tangye, Derek.—Time was mine. Hutchinson. 8/6 1940 910
Impressions of a journalist on a world tour.

BIOGRAPHY:

Anahareo.—My life with Grey Owl. P. Davies. 8/6 1940
The author is an American Indian woman who lived with "Grey Owl," the trapper and naturalist, in the backwoods of Canada.

Hedin, Sven.—Chiang Kai-Shek. John Day. $3 1940

Hitchcock, E. B.—Benes; the man and the statesman. H. Hamilton. 12/6 1940

Lifar, Serge.—Serge Diaghilev. Putnam. 21/- 1940
Biography of the famous ballet-master, by a member of his troupe.

HISTORY:

Brittain, Sir Harry E.—Come the three corners. Hutchinson. 7/6 1940
Reviews the war effort of each of the British dominions and colonies.

Bryant, A.—English saga. (1840-1940). Collins; Eyre & Spottiswoode. 10/6 1940 942.08
Study of social changes in England during the last century.

Farson, Negley.—Bomber's moon. Gollancz. 8/6 1941 940.53
London in war-time, as seen by a popular American travel writer.

Hambro, C. J.—I saw it happen in Norway. Hodder & Stoughton. 7/6 1940 950.53
Narrative account of the German invasion by the President of the Norwegian Parliament.

Maurois, Andre.—Why France fell. Tr. Lane. 5/- 1941 940.53

Priestley, J. B.—Postscripts. Heinemann. 2/6 1940 940.53
Popular war-time broadcasts.

Wheeler, H. F. B.—War with the sea wolves. Nelson. 8/6 1940 940.53
Rambling, journalistic account of the war at sea.

Zweig, Stefan.—Tide of fortune. Cassell. 10/6 1940 904
Readable essays on twelve critical moments in the world's history.

FICTION:

Bates, H. E.—Beauty of the dead and other stories. Cape. 1940 ..... 7/6
Poetic short stories.

Beachcroft, T. O.—The parents left alone. Lane 7/6
Short stories.

Buck, Pearl S.—Today and for ever. Macmillan 8/6
Short stories, all with a Chinese background.

Carter, Reginald.—He and his. Cape. 10/6
Pleasant story, in the Jane Austen manner, of a country squire of the 'sixties.

Hindus, Maurice.—To sing with the angels. Doubleday Doran $2.75
Written round recent events in Czechoslovakia.

John, Evan.—King's masque. Heinemann .. 8/6
Historical romance of the times of Marie Antoinette.

Johnson, M. S.—Pilgrim and the phoenix. H. Hamilton 8/-
Written round a town on the Austrian border at the outbreak of the war.

Koestler, A.—Darkness at noon. Tr. Cape. 8/-
Written round the Russian "purge" trials.

Leslie, D. O.—Royal William. Hutchinson 9/-
Romanticised treatment of the life of William IV.

Mackenzie, Compton.—The red tapeworm. Chatto & Windus 8/6
Mild satire on the ways of government departments in wartime.

Mottram, R. H.—The ghost and the maiden. Hutchinson 8/6
Pathetic story by a well-known writer

Phillpotts, Eden.—Goldcross. Methuen .. 8/6
Characteristic novel of a Dartmoor farm.

Romains, Jules.—The aftermath. Tr. P. Davies 10/6
Further instalment of the novel sequence "Men of good will." Deals with the period immediately after the 1914-1919 war.

Seymour, Beatrice Kean.—Fool of time. Heinemann 9/-

Steen, M.—A kind of insolence. Collins .. 7/6
Short stories by a popular writer.

Tennant, Kylie—The battlers. Gollancz ... 9/6
The lives of the Australian swaggers who drift from one seasonal job to another.

All questions relating to the *Activities of the Association* should be addressed to JOSEPH NORRIE, HON. SECRETARY, NEW ZEALAND LIBRARY ASSOCIATION, P.O. Box 1529, WELLINGTON, C.1.; while questions with regard to the *Bulletin* should be addressed to STUART PERRY, HON. EDITOR, "NEW ZEALAND LIBRARIES," P.O. BOX 1529, WELLINGTON, C.1.

It is asked that in remitting money to the Association, *exchange* should be added to *cheques*, and that cheques and postal orders should be made payable to the SECRETARY, NEW ZEALAND LIBRARY ASSOCIATION, *and not to any individual by name.*

EVENING POST PRINT. 5191